

Message Text

UNCLASSIFIED

PAGE 01 MEXICO 02200 200437Z

17

ACTION FSE-00

INFO OCT-01 ARA-10 ISO-00 ABF-01 CSC-01 PER-03 /016 W

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R 192215Z FEB 76

FM AMEMBASSY MEXICO

TO SECSTATE WASHDC 3102

UNCLAS MEXICO 2200

FOR: WASHINGTON FINANCE CENTER

INFO U.S. CIVIL SERVICE COMMISSION

E.O. 11652: N/A

TAGS: APER/AFIN

SUBJECT: ANNUAL AND SICK LEAVE BALANCES - FRANCISCO J. CASTILLO,

FSLE EM 12804900

1) EMBASSY HAS REQUESTED FROM CSC APPROVAL FOR DISABILITY RETIREMENT FOR MR. FRANCISCO J. CASTILLO B., EMPLOYEE NO. 12804900, WHO HAS BEEN ON SICK LEAVE SINCE NOVEMBER 1975.

2) BASED ON ANNUAL AND SICK LEAVE BALANCES SHOWN ON HIS INDIVIDUAL EARNING STATEMENT FOR PAY PERIOD NO. 2, LY-76, THE EMBASSY HAS ESTIMATED THAT MR. CASTILLO RAN OUT OF LEAVE EFFECTIVE FEBRUARY 10, 1976 AT 16:00 HOURS. THEREFORE MR. CASTILLO SHOULD HAVE BEEN PLACED ON LEAVE WITHOUT PAY STATUS FOR A TOTAL OF 32 HOURS DURING PAY PERIOD 3.

3) EMBASSY WILL PROCESS DS-1032 TO PLACE MR. CASTILLO ON LWOP STATUS AS SOON AS VERIFICATION OF ANNUAL AND SICK LEAVE BALANCES IS RECEIVED FROM WFC.

4) IF EMBASSY'S ESTIMATION IS CORRECT, PLEASE CORRECT TIME AND ATTENDANCE REPORT FOR PAY PERIOD NO. 3, (PAY LOCATION 312801), TO SHOW 64 HOURS ANNUAL LEAVE AND 32 HOURS LEAVE WITHOUT PAY. ALSO PLEASE ADVISE EMBASSY OF AMOUNT TO BE COLLECTED.

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Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 19 FEB 1976
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1976MEXICO02200
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D760063-0810
From: MEXICO
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1976/newtext/t19760235/aaaabejn.tel
Line Count: 52
Locator: TEXT ON-LINE, ON MICROFILM
Office: ACTION FSE
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 1
Previous Channel Indicators: n/a
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: n/a
Review Action: RELEASED, APPROVED
Review Authority: ullricre
Review Comment: n/a
Review Content Flags:
Review Date: 22 JUL 2004
Review Event:
Review Exemptions: n/a
Review History: RELEASED <22 JUL 2004 by oatisao>; APPROVED <26 AUG 2004 by ullricre>
Review Markings:

Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
04 MAY 2006

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: ANNUAL AND SICK LEAVE BALANCES - FRANCISCO J. CASTILLO, FSLE EM 12804900
TAGS: APER, AFIN, MX, (CASTILLO, FRANCISCO J)
To: STATE
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 04 MAY 2006